

Rules for Sample Receipt

1. The investigator must notify the CGF at CGFreceipt@mail.nih.gov that samples are being sent and what genotyping activities are intended. This should be done before the repository begins to pull the samples for shipment.
 - Samples will only be accepted if a fully actionable genotyping request is in place to complete once the samples have been received and handled.
 - An estimated cost will be sent via email to the PI and branch head for the total cost of handling and genotyping of the project requested.
2. The investigator will notify the repository to ship the samples according to the guidelines set by the CGF.
 - Minimum volume and concentrations for samples according to the proposed work:
 - Uniplex assays (TaqMan / MGB Eclipse): minimum volume of 50ul of DNA concentration greater than 30 ug / ml concentration*.
 - Panel and Array assays (SNPlex / Illumina): minimum volume of 60ul of DNA concentration greater than 75 ug / ml concentration*.
 - Samples received for WGA: minimum volume of 20ul of DNA concentration greater than 10 ug / ml concentration.
 - *Any sample containing below 50 ul of volume will be increased to 50 ul during initial sample handling, unless the sample is being directed to WGA. After volume calibration, if the concentration of the sample is less than 25 ng/ul, the sample will be removed from the sample handling process.
 - Samples should be shipped in cryovials in freezer boxes to the CGF, if samples are already at the repository in another format, exceptions may be made dependant on the format the samples currently exist.
 - CGF laboratory staff will perform a pre-processing procedure on all samples; any samples that do not meet these criteria may be returned to the repository. Samples currently at the CGF that do not meet these criteria will not be added to a current project, and the investigator will be notified that replacement vials will be needed in order for the CGF to genotype those samples at a later date. The CGF will also cease combining DNA from different vials; each sample will be handled separately.
 - Samples that don't meet the CGF handling requirements will be subject to a higher sample handling fee.
 - All shipments should be delivered to:
Core Genotyping Facility, ATC
8717 Grovemont Circle, Room 149
Gaithersburg, MD 20877-4117
3. The repository must notify the CGF two (2) business days prior to sample shipment and email the sample manifest to the project coordinator of the CGF. The electronic manifest should include: study, vial ID, sample volume, and concentration for all samples. The CGF will respond to the repository that they will accept the shipment, or if problems exist such that the shipment will not be accepted (e.g. fully actionable genotyping request not currently in place for the samples). There should be no shipment of samples without prior CGF approval of the shipment. Shipments may be returned if approval has not been given or the shipment is received in an unacceptable format.
4. The shipment must be accompanied by a hard copy manifest for confirmation.
5. The CGF will electronically acknowledge the receipt of samples and notice will be sent to the investigator and repository that the samples have been received.